

Administration Guide

Defense Automated Cost Information Management System (DACIMS)

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Table of Contents

1. Introduction	5
1.1 Purpose	5
1.2 Intended Audience	5
1.3 Overview	5
1.4 Document Conventions	5
1.5 DACIMS Security Access Levels	5
1.5.1 General User	5
1.5.2 Contributor	5
1.5.3 Administrator	5
1.5.4 Super Administrator	5
1.6 DACIMS Access Requests	5
1.7 Receiving Feedback about DACIMS	6
2. DACIMS Navigation and Controls	7
2.1 General Overview	7
2.2 Getting Around DACIMS	7
2.2.1 Main Navigation Buttons	7
2.2.2 Navigation Tree	8
2.2.3 Tree Control Buttons	8
3. Site Administration	12
3.1 System Options	12
3.1.1 Appearance Customization	12
3.1.2 Optional Features	13
3.1.3 System Settings	14
3.1.4 Email Settings	14
3.1.5 Critical Paths	14
3.2 Document Actions	15
3.2.1 Adding Documents	15
3.2.2 Adding Web Models	15
3.2.3 Copying Documents	16
3.2.4 Moving Documents	16
3.2.5 Deleting Documents	16
4. Web Pages	17
4.1 Overview	17
4.2 Add New Web Pages	17
4.3 Delete an Existing Web Page	17
4.4 Edit Existing Web Page Details	18
4.5 Document Options	18
4.6 Categories	19
4.6.1 Category Administration	19
4.6.2 Immediate Broadcast Form	19
4.6.3 Category Broadcast Error Log	19
4.7 System Log Summary	19
4.7.1 Inactive Users Report	20
5. User Administration	21
5.1 Active User List Page	21
5.2 Pending Requests Page	21
5.3 Inactive Users Page	21
5.4 User Information Page	21

5.4.1 User Details	22
5.4.2 Category Subscriptions.....	24
5.5 User/Group Security Levels	24
5.5.1 General User	24
5.5.2 Contributor	24
5.5.3 Administrator.....	24
5.5.4 Custom User Permissions Page	25
5.6 User Groups Page	25
5.7 Group Membership List Page	26
5.8 Modify Group Information Page	27
6. Troubleshooting	28
6.1 The “White Screen”	28
6.1.1 Getting to the Tree	28
6.1.2 Improper Permissions	28
6.1.3 Invalid Characters	28
7. Web Models	30
7.1 What is a Web Model?	30
7.2 Using Web Models.....	30
7.3 Adding Web Model Files.....	30
7.3.1 Custom-Built Web Model	30
7.3.2 Sessions and ACZ Files	31
7.3.3 ACZ Files—ACEIT Executive and ACE.....	31
7.4 Editing a Web Model.....	31
7.5 Known Issues and Recommended Workarounds	32
7.5.1 Printing.....	32
7.5.2 Freezing Columns or Rows	32
7.6 Classic Web Models	32
7.6.1 Create New What-If Classic Web Models.....	33
7.6.2 Create New Time-Phased Classic Web Models	34
7.6.3 Download Classic Web Models	34
7.6.4 Classic Web Model Known Issues	34
8. Setting Up the Broadcast	35
8.1 Creating a Scheduled Task	35
8.1.1 Specify the Scheduled Task’s Properties	36
8.2 Modifying the Broadcast Schedule	37

1. Introduction

1.1 Purpose

This document describes in detail the procedures for administering a DACIMS site. To learn more about using the tree and document management features of DACIMS, please see the DACIMS User's Guide.

1.2 Intended Audience

This document is intended for DACIMS "Super Administrators."

1.3 Overview

DACIMS provides a Web-based solution for information and data management of projects for organizations, agencies, and/or companies. DACIMS provides a mechanism for wide spread distribution, retrieval, and storage of information, including: ACEIT built models and knowledge bases, Cost Estimating Relationships (CERs), documents, models, and references.

DACIMS also allows those users without the ACEIT development environment to run ACEIT models utilizing a browser-based interface.

1.4 Document Conventions

Whenever possible, graphics are provided to illustrate examples being covered by the text. The acronym DACIMS refers to Defense Automated Cost Information Management System. Your edition of DACIMS may go by another name (e.g. GPS Today, ISS-Today, or USCM8). Please use these names interchangeably.

1.5 DACIMS Security Access Levels

1.5.1 General User

General users are allowed to view assigned folders and their contents. This is the default access level for any user of DACIMS.

1.5.2 Contributor

Contributors are allowed to publish documents, update documents, copy, or delete documents to/from an assigned folder and/or subfolders, but they cannot move documents.

1.5.3 Administrator

Administrators have full control over all folders, libraries, and Web pages to which they have been granted this level of access. "Full control" includes the right to create, copy, move, or delete branches, documents, and Web Models (.webmodel).

1.5.4 Super Administrator

Super Administrators (you) have then same rights over documents and folders as administrators. You may also alter the folder permissions for any user account and create, modify, or delete any user's account. Although you may not view another user's password, you can reset it. It is recommended that only the site administrator and select individuals be given this access level.

1.6 DACIMS Access Requests

In order to use DACIMS a potential user must first request access to the site from the DACIMS administrator. If someone has a client certificate they can access the "external"

section of DACIMS and complete the access request form. The data from the completed form is emailed to the address specified in the System Settings (see section 3.1.4) and data is entered in the system. User Accounts are covered in section 5. You may need to clear user requests with the “owner” of your edition of DACIMS, a program office, or other entity. If this is the case, do not create a user account until approval has been granted. When a new user account is created, an email is generated to notify the user of their new account.

1.7 Receiving Feedback about DACIMS

Feedback is a very helpful for DACIMS administrators and developers. Completed feedback is sent to the Feedback Address specified in the System Settings (see section 3.1.4).

2. DACIMS Navigation and Controls

2.1 General Overview

DACIMS is structured much like Windows Explorer. The tree on the left side of the screen allows you to easily navigate throughout your folders and CER Libraries, within which your stored documents and CERs reside. When you click on a specific folder or CER Library, the documents contained within will be listed to the right of the tree. If you are familiar with navigating Web sites and using Windows Explorer, you should have few problems using DACIMS.

2.2 Getting Around DACIMS

Navigating throughout DACIMS requires using the tree, links, and buttons embedded throughout the site, much as you would any other Web site.

2.2.1 Main Navigation Buttons



Except for the Feedback link, these buttons are located in the top right corner of your browser window.

2.2.1.1 Home



This button refreshes the tree and loads the default welcome page.

2.2.1.2 My Profile



This button leads to a page allowing you to view and modify your user profile details and change your password. See Section 7.

2.2.1.3 Users



This button leads a page listing all of the current in DACIMS. This page allows you to view contact information for your fellow DACIMS users.

2.2.1.4 Help



This button leads to this guide.

2.2.1.5 Logout



Select this button to log completely out of DACIMS. After logging out, you will not be able to access DACIMS until you log back in.

By logging out in this way, your last selected branch in the tree will be remembered. This is helpful if you spend time in a folder nested deep within the tree's structure.

2.2.1.6 Feedback

This link is located at the bottom left of most pages. It will lead you to a page where you can provide feedback about DACIMS.

2.2.2 Navigation Tree

The navigation tree allows you to easily navigate through information organized by folder, Web page, or CER Library.

2.2.2.1 Folder



A folder contains documents. See section 3.

2.2.2.2 Libraries



Libraries contain one or more CER Libraries.

2.2.2.3 CER Library



A CER Library is a collection of CERs. See section 5.

2.2.2.4 Table of Contents



A Table of Contents is a Web page within DACIMS that acts as a table of contents for a sub-DACIMS site and as an organizational icon for a number of Web Pages. See section 4.

2.2.2.5 Web Page



A Web Page is a page within DACIMS or part of a sub-DACIMS site. See section 4.

2.2.2.6 External Web Link



An External Web Link is a document type that is included in the tree for convenience. It is not editable via the tree controls. It will open in a new browser window. See section 3.

2.2.2.7 Web Model



A Web Model is a link to a Web-based ACEIT model, which will open in a new browser window. See section 6.

2.2.3 Tree Control Buttons



There are several buttons relating to the tree. These buttons allow you to manipulate and expose information contained within KnWS. The first five buttons are administrative.

The tree control buttons apply their functionality to the active tree branch.

Note: due to the size of the tree in DACIMS, any addition, edit, or delete actions on the tree will take a minute or two to load and update.

2.2.3.1 Add Branch



This button will add a new branch to the tree under the currently selected branch.

Figure 2-1 Add New Branch Page

From the Add New Branch page you can select the type of branch added to the tree. The types of branches: folder, table of contents, Web page, libraries, and CER library; are covered in detail in their respective sections of this document, but the page for adding a branch and the information requested or set is similar for all branch types. Once the branch type is selected and the Select button is clicked, the branch details page is displayed.

Figure 2-2 Branch Details Page

The Title identifies the branch in the tree. The Description you provide is the information that will appear in the status bar when you hover your mouse over the branch in the tree. If you wish to add a folder to the tree's root, check the

“Create in the root directory” checkbox. The “Private” checkbox keeps the branch from being exposed to users who already have permissions to the new branch’s parent.

The Modify User Security Levels section allows you to change user security or access levels when copying or creating a branch. These settings are based upon the original authorization level of the parent or target branch. You can modify all Contributors to be Administrators, or General Users can be elevated to Contributor or Administrator levels at the time the branch is created. If you do not want to make any security level changes, simply leave the settings at their defaults.

Note: Users cannot be set to lower access levels on a new branch (i.e., an Administrator cannot be made into a General User). However, you can set a class of users to “None” (which will prevent users with that access level on the parent branch not to be able to see the new branch). You can also click the “Private” checkbox to keep all users (except Super Administrators) from seeing your new folder.

Please ensure that all of the groups that should have access to this new branch do indeed have access via the Modify Group Information Page (section 5.8).

2.2.3.2 Edit Branch



Edit Branch allows you to change the title and description associated with a particular folder, Web page, or CER Library.

2.2.3.3 Copy Branch



Allows you to copy a branch into another branch.

The “Modify User Security Levels” section (as in adding a new branch) allows you to change user security or access levels when copying or creating a folder. Based upon the original authorization level of the target parent folder you can modify all Contributors to be Administrators, or General Users can be elevated to Contributor or Administrator levels at the time this action is being taken. If you do not want to make any security level changes, simply leave the settings as their defaults.

Note: You cannot copy a branch into itself. In addition, Web pages and CER Libraries may not be copied.

2.2.3.4 Move Branch



Moving a branch is similar to copying a branch. Based upon the original authorization level of the target parent folder you can modify all Contributors to be Administrators, or General Users can be elevated to Contributor or Administrator levels at the time this action is being taken. If you do not want to make any security level changes, simply leave the settings as their defaults.

Note: You cannot move a branch into itself.

2.2.3.5 Delete Branch



This button deletes the selected branch. Before you can delete a branch you must first delete, or move, all the files and folders contained within it.

Note: Deleting a branch cannot be undone!

3. Site Administration



The Site Admin button, which is only visible for users in the Super Administrator group, takes you to the Administrative Menu page (

Figure 3-1). This page provides links to the other administrative pages of the site. These links are grouped by function: System Options, Categories (category/broadcast administration), and System Log access.



Figure 3-1 Administrative Menu

3.1 System Options

The System Options page allows you to change the Appearance, Optional Features, System Settings, and Mail Settings for the DACIMS application (Figure 3-2).

3.1.1 Appearance Customization

3.1.1.1 Introduction Page

This is the page that loads in the frameset when a user first logs into DACIMS.

3.1.1.2 Style Sheet

This is the main cascading style sheet for the DACIMS site. Changing this relational link in this field to a different style sheet will cause DACIMS to use that style sheet instead.

3.1.1.3 Header Image

Placing a new graphic in the either the Images directory or the SiteSpecific directory and specifying its name in this field will result in a new header image in DACIMS. Please note that a replacement image must be 531 pixels wide by 53 pixels high.

3.1.1.4 System Title

This field will change the title of your edition of DACIMS to whatever you wish. This appears on many of the pages in the application and in all emails sent to users by DACIMS. If you need to change what your edition of DACIMS is called, please do it here.

Management System (DACIMS)


System Options

Appearance

Introduction Page

Style Sheet

Header Image
Any replacement image must be 531 pixels wide by 53 pixels high

 The Defense Automated Cost Information Management System (DACIMS)
Enhancing DoD Cost Analysis
(current header image/logo)

System Title

Optional Features

Methodology Library Activated ☐

Web Pages Activated ☒

System Settings

Days Password is Valid

Minutes Until Automatic Logoff

System Log Activated ☒

Password Strength [What's this?](#)

Email Settings

Feedback Email Address

System Administrator's Address

Mail Server IP Address

Mail Server Account Username

Mail Server Account Password Only enter a password if you are changing it.

Figure 3-2 System Options

3.1.2 Optional Features

3.1.2.1 Methodology Library Activated

If this checkbox is checked then the Methodology Library features are activated and CERs may be entered by authorized users. If this checkbox is not checked, CER libraries will not appear in the navigation tree.

3.1.2.2 Web Pages Activated

If this checkbox is checked then the Web Pages feature is activated. This feature allows users to navigate a sub-site within DACIMS from the DACIMS tree. This should not be confused with the URL document type (where a link is stored as a document—intended for links to external Web sites). With the Web Pages feature activated a Web site that utilizes DACIMS security can be housed as a sub-site of DACIMS. See Section 4 for more details.

3.1.3 System Settings

3.1.3.1 Days Password is Valid

This setting allows you to set the length of time that your users' passwords are valid. Fifteen days prior to the expiration date users will be prompted, upon successful login, that they should change their password. Users whose password has expired (and new users) are required to change their password, or they can go no further in the system.

3.1.3.2 Minutes until Automatic Logoff

This setting will end a user's session after the specified number of minutes if there is no activity encountered by the server. The higher the number of minutes set, the more convenient for your users, but potentially harder on the resources of the Web server.

3.1.3.3 System Log Activated

If this checkbox is checked then DACIMS will log a great deal of information.

3.1.3.4 Password Strength

This drop-down menu allows you to set the strength of the password. See the "What's this?" link on the System Options page for more details on password strength.

3.1.4 Email Settings

3.1.4.1 Feedback Email Address

This is the email address for the Feedback form.

3.1.4.2 System Administrator's Address

This is the email address of the DACIMS Webmaster/Administrator.

3.1.4.3 Mail Server IP Address

This information can be either the IP address number or the domain name server (DNS) address of the email server DACIMS uses to send emails.

3.1.4.4 Mail Server Account Username

The Mail Server Account Username is used to authenticate emails sent by DACIMS so an open email relay is not required. The value may be left blank—if not required.

3.1.4.5 Mail Server Account Password

The Mail Server Account Password is used in conjunction with the Mail Server Account Username. The value should be left blank unless you are changing the password.

3.1.5 Critical Paths

3.1.5.1 Database Connection String

This field is below the submit button for a reason. It should only be changed if your database administrator makes a change in database security (e.g., account username and password, or server name).

3.2 Document Actions

3.2.1 Adding Documents



To add documents, first click on the folder in the tree where you would like them to be added. Now click the Add New Documents button. Click the "Browse" button (in Figure 3-3) to select the file, or files, you wish to upload. Fill in any required or relevant fields and select the "Upload" button to upload the files and the document's metadata.

Figure 3-3 A Portion of the Add New Document Page

If you chose to add more than one file to the document, the document will appear in the list of documents with a file cabinet icon next to it. To see the document's contents, simply click on the document title.

If you chose to add only one file to the document, you will see the icon for that document type next to the document title in the list of documents. For example, if you published only one Microsoft Word file within a document, you will see the document title and the Microsoft Word icon.

3.2.1.1 Assigning Categories

When you create a new document you will be asked to associate it with one, or more categories. As a user, you have the option to subscribe to categories. When a DACIMS user adds a document and assigns a category to it that corresponds to a category to which you have subscribed, you will receive an email notifying you that a document has been added.

If you do not assign a category to the document, other users will not be notified by email that a new document has been added to DACIMS. Category assignment is not required and categories can be assigned at a later date.

3.2.2 Adding Web Models



See Web Models (section 7.3) for details.

3.2.3 Copying Documents



To copy documents, first click on the folder in the tree that contains the documents you would like to copy. From here, use the checkboxes next to the document titles to select those documents you would like to copy. Clicking the very top checkbox will select/deselect all the checkboxes.

Once you have selected those documents you want to copy, click the Copy button. You will then be asked to choose a target folder for your selected documents. Simply select the target folder and click the Copy button.

Note: If you cannot see a folder in the folder list when attempting to copy documents it is because you are not authorized to take that action.

3.2.4 Moving Documents



Moving documents is very similar to copying them. First select the folder that contains the documents you would like to move. From here, use the checkboxes next to the document titles to select those documents you would like to move. Clicking the very top checkbox will select/deselect all the checkboxes.

Once you have selected those documents you want to move, click the Move button. You will then be asked to choose a target folder for your selected documents. Simply select the target folder and click the Move button.

Note: If you cannot see a folder in the folder list when attempting to move documents it is because you are not authorized to take that action.

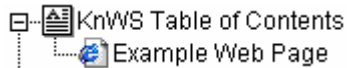
3.2.5 Deleting Documents



To delete documents, first click on the folder in the tree that contains the documents you would like to delete. From here, use the checkboxes next to the document titles to select those documents you would like to delete. Clicking the very top checkbox will select/deselect all the checkboxes. Once you have selected the documents you want to delete, click the Delete button. You will then be asked to if you really want to delete the files you have selected. If you do want to delete them, simply confirm your action with the delete button.

Note: A delete cannot be undone. Please be careful what you delete!

4. Web Pages



4.1 Overview

DACIMS allows for the storage and organization of Web pages in a fashion similar to folders with one major difference; when you add a Web page to the DACIMS tree, you do not actually create a new page from scratch, you simply tie an existing page on the Web server into the DACIMS application. The entry into the DACIMS tree provides a link to the actual page on the Web server. Only Administrators can add Web Pages to the tree.

4.2 Add New Web Pages

Add Web Pages to the tree via the Add Branch button detailed in section 2.2.3.1. The main difference is that Web Pages have another field: "Link to...". The Table of Contents type of page may be created in the root of the tree, but Web Pages may not.

Note: The page that you are linking to must be an ASP file which includes a special security file if you want the page secured by the DACIMS login.

Add New ToC to *Documents*

Title:

Description:

☐ Create in the root directory.

Link to ToC: Ensure the link is relative to this page (e.g. "../subsite/targetpage.asp") [What does this mean?](#)

Private: ☐ Check this box to make the new ToC private. [What does this mean?](#)

Modify User Security Levels

If a user's security level for the parent folder is...	Then their security level for the new folder will be...
Administrator	Administrator
Contributor	<input type="text" value="Contributor"/>
General	<input type="text" value="General"/>

[What does this mean?](#)

Figure 4-1 The Add New Table of Contents Page

4.3 Delete an Existing Web Page

To delete a Web page from the DACIMS tree, simply select that page in the tree and click the Delete button in the Tree control panel.

Note: When deleting Web pages from the tree the Web pages still reside on the Web server. A delete simply removes the links to them from the DACIMS tree.

4.4 Edit Existing Web Page Details

To edit the details associated with a Web page such as the title and description listed in the tree, select the desired page and click the Edit button in the Tree control panel.

4.5 Document Options

The Document Options page (Figure 4-2) allows you to change the document fields displayed by DACIMS and select whether or not they are required for document entry/storage. If one of the "In Use" checkboxes is selected then that document field will appear in the document details (edit details) page, the advanced search page, and in the new document upload page. If a checkbox is deselected, then that field will not be displayed. If the "Required Entry" checkbox is selected, then that field will require information to be entered in that field when a document is added to the system or edited. The required entry checkboxes cannot be checked if the corresponding "In Use" checkbox is not also selected.

Document Options

These options allow you to customize what fields are used when collecting and displaying information on the documents and what fields are required when documents are entered in the system.

Document Field Name	In Use	Required Entry
Title/Topic:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Author:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Author Organization:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
URL (Web Page Location):	<input checked="" type="checkbox"/>	<input type="checkbox"/>
POC:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Upload Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Phase:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prime Contract Number:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prime Contractor:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prime Contractor Division:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sub Contract Number:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sub Contractor:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sub Contractor Division:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contractor Type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contractor Location:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
International:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ACAT:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Service:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
As Of Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last Modified Date:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Phase:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fiscal Year:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quantity:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Synopsis:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Status:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ID Number:	<input type="checkbox"/>	<input type="checkbox"/>
Revision Code/Date:	<input type="checkbox"/>	<input type="checkbox"/>
Document Access Restrictions:	<input type="checkbox"/>	<input type="checkbox"/>

Submit

Figure 4-2 Document Options

4.6 Categories

“Categories” refers to the categories to which a user assigns a document and to which users are subscribed for the DACIMS broadcast email feature.

4.6.1 Category Administration

Here you may edit the title of a category or add a new category to the system.

4.6.2 Immediate Broadcast Form

The Immediate Broadcast form (Figure 4-3) allows you to send out an email regarding a fantastic new document just added to the system. You will find a list of all of the documents added to the system (or which have had attachments added or edited, or their category modified) since the last scheduled broadcast. You may then select any or all of the listed documents and click the “Broadcast Now!” button to send off an immediate broadcast to your user-base. The page will indicate if there aren’t any documents in the broadcast queue.

Figure 4-3 Immediate Broadcast Form

There is another button on the page: “Rerun Scheduled Broadcast” which can be used in two different ways.

The first use of this button is as its name indicates, to rerun a scheduled broadcast. If your scheduled broadcast encountered an error while running, the notification email will let you know. At which time you should consult the Category Broadcast Error Log (see next) to find the cause of the error. If the error can be corrected, or it was intermittent, navigate to the Immediate Broadcast form, select all the documents by clicking the top checkbox, then click the “Rerun Scheduled Broadcast” button. Users who successfully received the scheduled email will not receive the second broadcast.

The secondary use of this button is to run an ad hoc scheduled broadcast. This broadcast will behave the same as a scheduled broadcast (clears the database after successful emailing) without having to wait for the scheduled date. Use as indicated above.

4.6.3 Category Broadcast Error Log

This is a link to a plain text file that will indicate to you any error encountered by DACIMS while attempting to email a scheduled, or immediate broadcast. Please contact DACIMS support regarding any message that may appear here.

4.7 System Log Summary

The section heading is also a link to System Log Summary page.

Enter the dates on which you would like to report (if the default spread of one week is not what you need) and click the "Get System Log Summary" button. The System Log Summary will then display what information has been stored in the System Log for the given date(s) which includes: number of times a user has logged in, documents published, downloaded, modified, copied, moved, and deleted. The "Export to Excel" button will generate the same report that the Get System Log Summary will when clicked, but it will generate the information in an Excel file that you can either open in place, or save to your hard drive.

4.7.1 Inactive Users Report

This page provides a list of users who have not logged into the system in the past six months (or since the log was last reset). Links to their email addresses are provided so you can email them and ask if their accounts should remain current or be removed. New users will appear as not having logged in since the system reset if they have not yet logged in.

5. User Administration



When a Super Administrator clicks on the Users button, the User List page is displayed.

5.1 Active User List Page

This page provides a list of all the users granted access to DACIMS. Clicking their linked name will take you to the User Information page.

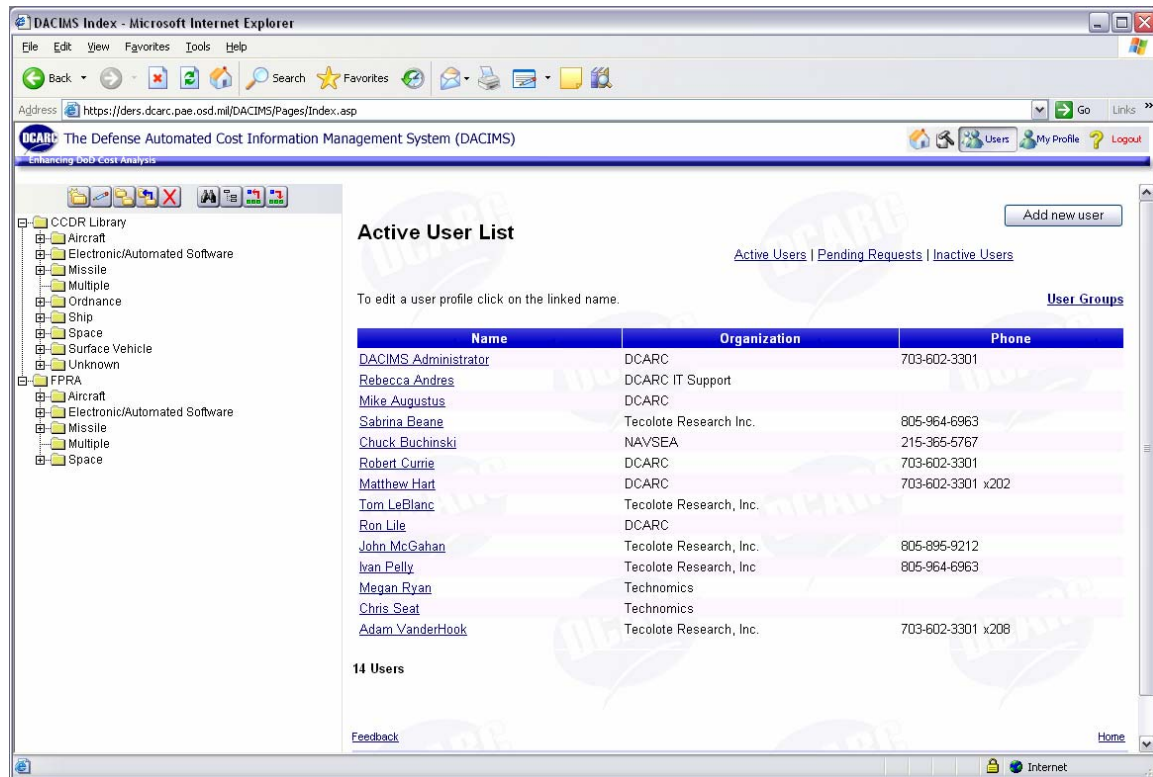


Figure 5-1 Active User List

5.2 Pending Requests Page

This page is similar to the Active User List page but the users listed here are people who's accounts are pending and are on this list because they have either been imported from eRoom or the users used the access request form.

5.3 Inactive Users Page

This page is similar to the Active User List page but the users listed here are people who have been deleted from the system via the "Delete" button on the User Information Page. These users can be reactivated as required. Complete deletes must be done by the network administrator.

5.4 User Information Page

The User Information page is used to add, edit, and delete user accounts on DACIMS. This page consists of three sections: user details, user security levels, and category subscriptions. The second section is only available for Super Administrators. The first and last sections can also be found by the user by selecting the "My Profile" button so they

may edit their own contact information, change their password, or modify their category subscriptions.

New User Information

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
Organization*	<input type="text"/>
Phone	<input type="text"/>
E-mail*	<input type="text"/>
Notes	<div><div></div></div>
Login Name*	<input type="text"/>
New Password*	<input type="password"/> 8 Character Minimum
Confirm Password*	<input type="password"/> 8 Character Minimum
Address	<input type="text"/>
City	<input type="text"/>
State	Select a State ▼
Zip	<input type="text"/>
Country	Select a Country ▼
Type of Organization	Select a Type ▼
Organization Supported	<input type="text"/>
Government POC/Sponsor	<input type="text"/>
POC's Email	<input type="text"/>
Reason for Obtaining Access	<input type="text"/>
Status	Inactive
Category Email Format	<input checked="" type="radio"/> HTML <input type="radio"/> Plain Text
Super Administrator	<input type="checkbox"/>

[Edit Custom User Permissions](#)

Groups

☐ Administrators

☐ Everyone

Figure 5-2 New User Information Page

5.4.1 User Details

This section of the User Information page provides basic contact information for a user, a choice of broadcast email formats, and—for Super Administrators—the option to make a user a Super Administrator.

5.4.1.1 Super Administrator

Super Administrators have the ability to create, modify, or delete any user's account. Although they may not view another user's password, they can reset it. It is recommended that only the site administrator and select individuals be given this access level. A Super Administrator's rights to particular folders are set separately in the User Security Levels section.

5.4.1.2 Password Administration

When adding a new user, this page provides you with two fields for the new password (the second to confirm—even if your site is using strong passwords you do not need to enter a strong password for new users). A link is provided for the user viewing their own profile to change their password on a separate form.

To reset a user's password, click their profile link to get to the user information page and click the "Reset Password" button. This will reset their password to a randomly generated string and send them an email informing them of the reset password. When a user enters his/her email address in the Retrieve Password page, they are automatically sent an email with the randomly generated password. Either method of password resetting results in the user being required to change their password before using DACIMS.

Modify Profile Information

[Reset Password](#)

First Name*	DACIMS
Last Name*	Administrator
Organization*	DCARC
Phone	703-602-3301
E-mail*	knws_webmaster@tecolote.com
Notes	<div></div>
Login Name*	ADMINISTRAT
Password	Change Password
Address	<div></div>
City	<div></div>
State	Select a State ▾
Zip	<div></div>
Country	Select a Country ▾
Type of Organization	Select a Type ▾
Organization Supported	<div></div>
Government POC/Sponsor	<div></div>
POC's Email	<div></div>
Reason for Obtaining Access	<div></div>
Status	Active History
Category Email Format	<input checked="" type="radio"/> HTML <input type="radio"/> Plain Text
Super Administrator	<input checked="" type="checkbox"/>
Edit Custom User Permissions	
Groups	
<input checked="" type="checkbox"/> Administrators	
<input checked="" type="checkbox"/> Everyone	
<div> Submit Change Delete User Cancel </div>	

Figure 5-3 Modify Profile Information Page

Note: when viewing your own profile you will see both the link to change your password and the Reset Password button.

5.4.1.3 Status and History Link

The history link allows one to indicate the user's need to know is verified and the account to be activated.

5.4.1.4 Edit Custom User Permissions

This link allows users to have individual permission settings that can be higher than the groups to which they belong. See section 5.5.4.

5.4.1.5 Groups Checkboxes

Selecting a given checkbox makes the user a member of that group and all of the group's permissions. Individual permissions can be set via the Edit Custom User Permissions link (see above).

5.4.2 Category Subscriptions

The Category Subscriptions section of the User Information page is a button¹ that takes you (or the user) to the Subscribe to Document Categories page. There you'll find a list of the categories currently in DACIMS with checkboxes indicating if the user is subscribed or not. To unsubscribe from a category one only needs to uncheck the box and submit the form. To subscribe, check the box for the given category and submit the form.

5.5 User/Group Security Levels

Super Administrators have the capability to change the rights a user/group has in accessing one, or a number of branches in the DACIMS tree.

This section of the page replicates the tree in a grid format with the titles of the branches indented as they are in the tree. The branches in the root (the trunks if you will) have a different background than the other branches. Clicking on that branch's Apply to Subfolders button will apply the setting—in the drop-down to the button's left—to all subfolders, libraries, or Web pages of that branch.

To further demarcate the branches there is a heavy line above each branch that has child branches with an accompanying Apply to Subfolders button. Clicking one of these buttons will apply the setting—in the drop-down to the button's left—only to that branch's child branches.

A user may *not* have a lower security level on a child branch if they have a higher security level on that child's parent branch the form will report an error. If you remove a user's privileges to a folder by selecting the "<None>" option on that folder ensure that you have applied that setting to any branches that are children of that branch.

Note: If the Web pages option is activated on your edition of DACIMS, it is recommended that users only be granted general user status on those branches of the tree. Super Administrators may be the exception.

5.5.1 General User

General users have read-only permissions for the specified folders and their contents. This level of access should be assigned to the majority of users.

5.5.2 Contributor

Contributors are allowed to publish, update, delete, and copy documents to/from an assigned folder and/or subfolders, but they cannot move documents from folders. This level of permission is suggested for task members who will regularly update existing documents in DACIMS.

5.5.3 Administrator

Administrators have full control over all folders, libraries, and Web pages to which they have been granted this level of access. "Full control" includes the right to create, copy, move, or delete branches, documents, and Web Models (.webmodel). This level of permission is suggested for task members who need to have direct

¹ This button is not available on the new user form as all new users are subscribed to all categories by default.

control over the information posted to specific folders of DACIMS and for Super Administrators.

5.5.4 Custom User Permissions Page

The Custom User Permissions page (Figure 5-4), reached via the “Edit Custom User Permissions” link on the User Page shows a composite view of all the permissions a user has by virtue of their group memberships and any custom permissions that they have on a branch. The highest level of access will always appear for that branch on this page. Note: due to the size of the tree in DACIMS, this form will take a minute or two to load and update. In addition, the “Apply to Subfolder” buttons are likely to also take a moment to apply their settings.

Custom Permissions for DACIMS Administrator

CCDR Library	Administrator ▼	Apply to Subfolders
Aircraft	Administrator ▼	Apply to Subfolders
Antisubmarine	Administrator ▼	Apply to Subfolders
S-3 (Viking)	Administrator ▼	Apply to Subfolders
S-3A	Administrator ▼	
S-3B	Administrator ▼	
Antisubmarine Helicopter	Administrator ▼	Apply to Subfolders
SH-2 (Seasprite)	Administrator ▼	Apply to Subfolders
SH-2F	Administrator ▼	
SH-3 (Sea King)	Administrator ▼	Apply to Subfolders
SH-3D	Administrator ▼	
SH-60 (Jay Hawk)	Administrator ▼	Apply to Subfolders
SH-60J	Administrator ▼	
SH-60 (Sea Hawk)	Administrator ▼	Apply to Subfolders
SH-60B	Administrator ▼	
SH-60F	Administrator ▼	
Attack	Administrator ▼	Apply to Subfolders
A-10 (Thunderbolt II)	Administrator ▼	Apply to Subfolders
A-10	Administrator ▼	
A-4 (Skyhawk)	Administrator ▼	Apply to Subfolders
A-4KU	Administrator ▼	
A-4M	Administrator ▼	
A-4N	Administrator ▼	
A-6 (Intruder)	Administrator ▼	Apply to Subfolders
A-6A	Administrator ▼	
A-6E	Administrator ▼	
Composite Replacement Wing, A-6	Administrator ▼	
A-7 (Corsair II)	Administrator ▼	Apply to Subfolders
A-7	Administrator ▼	

Internet

Figure 5-4 Custom User Permissions Page

5.6 User Groups Page

The User Groups page (Figure 5-5) provides a list of the groups within DACIMS. Clicking on a group’s name will present a list (Figure 5-6) of users who are members of the group. Clicking on the “Edit” link will present a page to edit the name of the group and its permissions. The “Add new Group” button on provides for adding a new group. The new group form is similar to the editing page. Groups cannot be deleted.

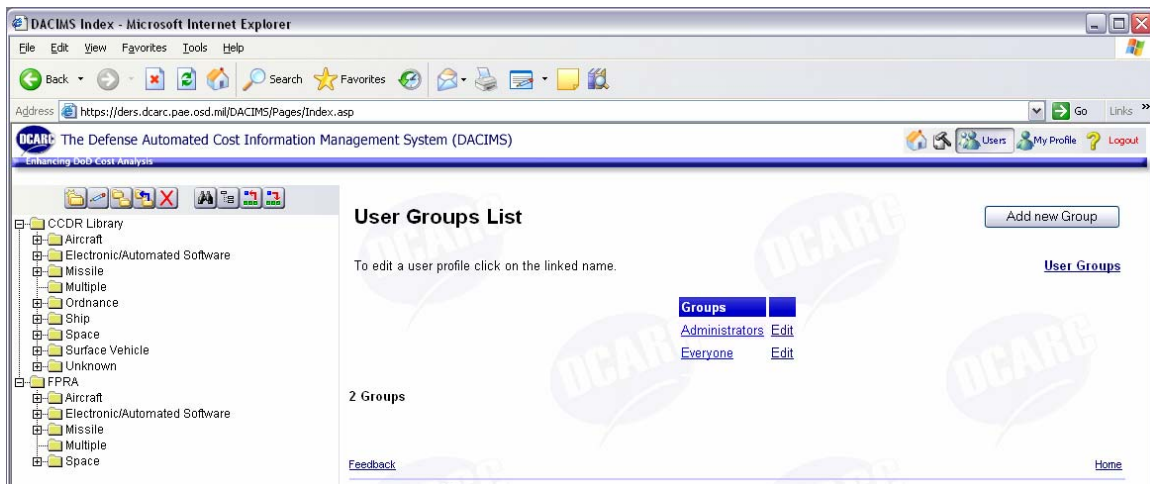


Figure 5-5 User Groups Page

5.7 Group Membership List Page

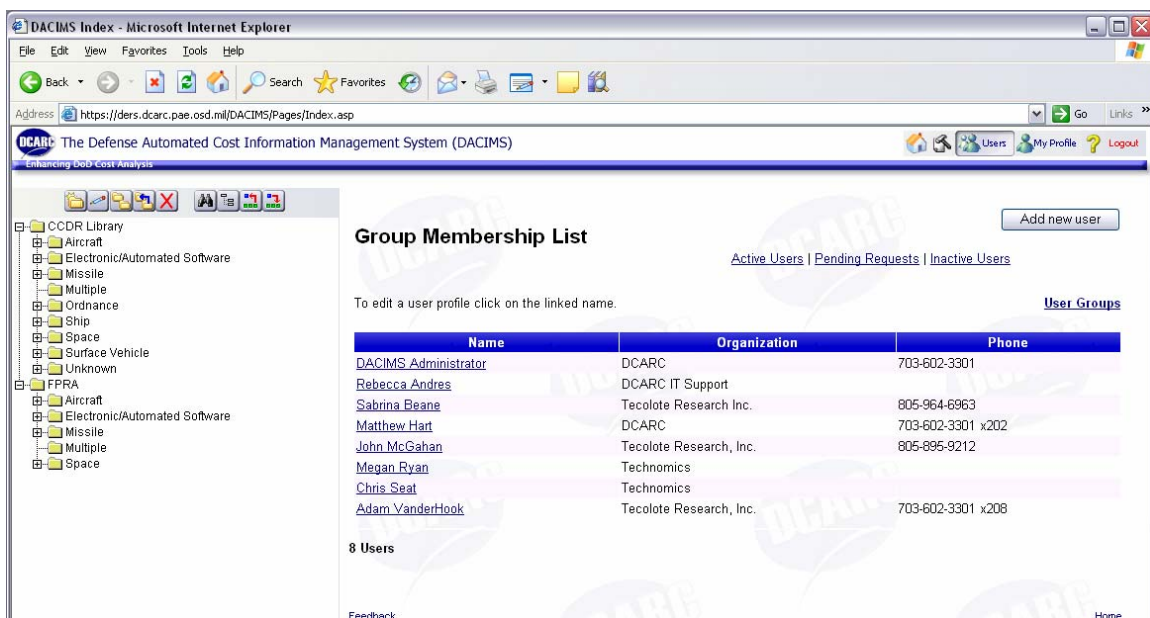


Figure 5-6 Group Membership List Page

5.8 Modify Group Information Page

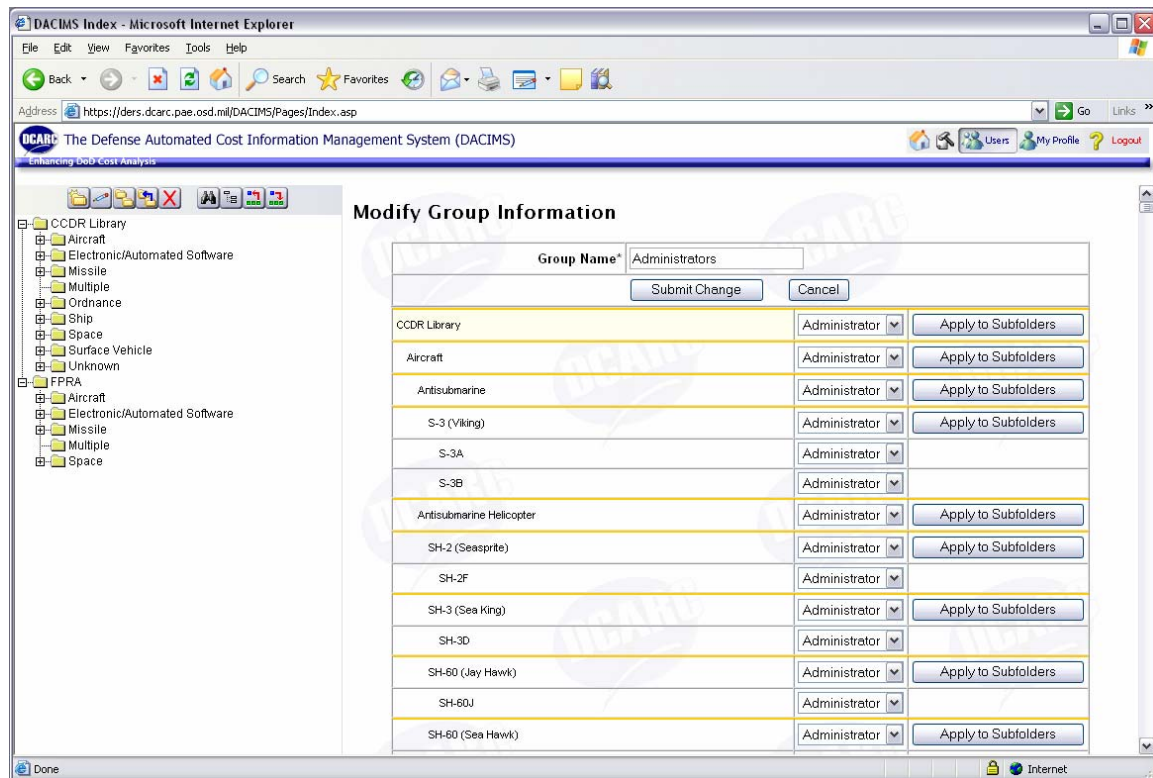


Figure 5-7 Modify Group Information Page

Similar to the Custom User Permissions page, the Modify Group Information page allows one to edit the name of the group and the permissions for the branches of the tree. Any changes made to a group will automatically apply to users who are members of that group.

Note: due to the size of the tree in DACIMS, this form will take a minute or two to load and update. In addition, the “Apply to Subfolder” buttons are likely to also take a moment to apply their settings.

6. Troubleshooting

6.1 The “White Screen”

There are two possible reasons for the “White Screen:” Improper permissions and invalid characters.

6.1.1 Getting to the Tree

If you are confronted with the “White Screen” then change the page in the address bar from “Index.asp” to “UserList.asp” and click the Enter key or the Go button in the address bar.

You should now see the User List page. Select your profile and set your permissions on any new directories to “<None>” and update your profile. Once updated, click on the Home link at the bottom of the profile or user list page to reload the tree.

If you still are encountering the “White Screen” then you need to change more of your branch permissions to “<None>” until you can see the tree.

6.1.2 Improper Permissions

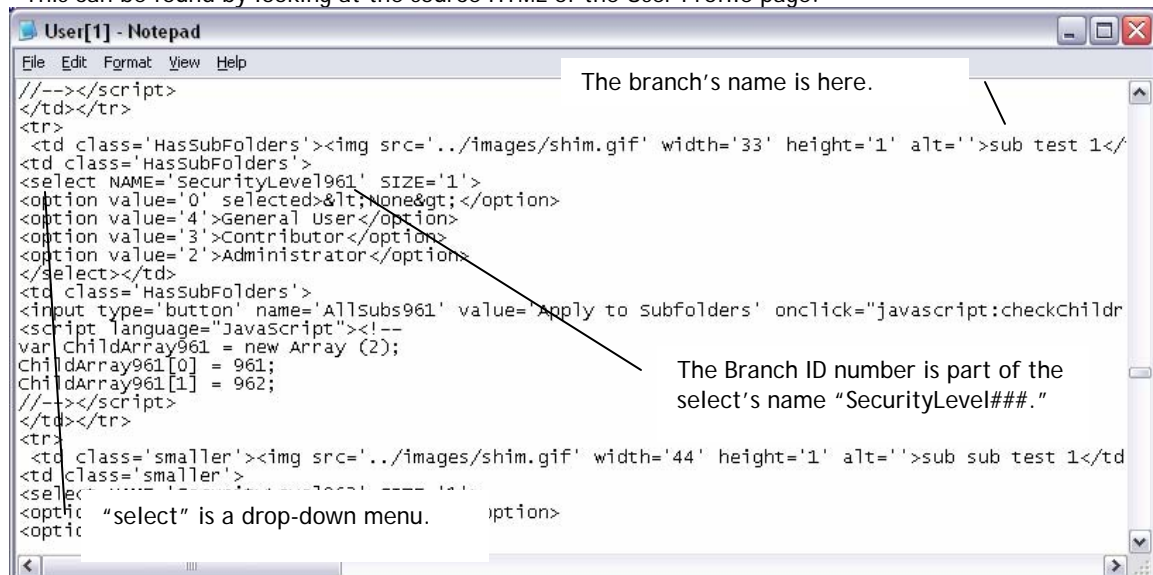
If a user—or group of users—has had their rights to a branch removed, while they still maintain rights to a child of that branch, then the “White Screen” will occur. This is usually prevented by the logic in the User Profile page, but it may occur.

To correct the permissions problem, go to the affected user’s profile page and use the “Apply to Subfolder” buttons to synchronize the permissions of parent branches with those of their children.

6.1.3 Invalid Characters

Once you know which branch (or branches) are causing the problem you can either delete them, or change the text in the name or description of the branch. To edit the affected branch enter “EditBranch.asp?id=” and the branch’s ID number² in the address bar and click the Enter key or the Go button in the address bar to call the Edit Branch page.

² This can be found by looking at the source HTML of the User Profile page.



If there are any invalid characters, note what they are and notify DACIMS_webmaster@tecolote.com then remove them and “Enter Changes” to edit the branch. You should now be able to set your permissions for that folder and the tree should load.

If the “White Screen” remains, please contact DACIMS support for assistance.

7. Web Models

7.1 What is a Web Model?



Example ACE Model

Web-Based ACEIT models allow users who do not have ACEIT installed on their computers to run, modify, and store ACE-built cost models over the Internet. The Web Models in KnWS are custom-built pages that provide an interface to ACZ files. Besides not requiring ACEIT to be installed on the user's computer, the Web Model does not require the user to possess knowledge of using ACE Executive or POST. Classic Web Models are "light" ACE Executive sessions, maintaining most of the functionality ACE Executive provides. Classic Web Models are covered in Section 6.6 of this document.

7.2 Using Web Models

Open a Web Model by clicking on its link in the tree, or in the document list page.

Since Web Models are custom-built, this guide cannot provide too many specifics other than to say that Web Models may consist of the following types of controls:

- Input text boxes (for quantities, dates, or amounts)
- Input checkboxes (for true/false or on/off settings in the model)
- Input grids (for time-phased quantities)
- Model Property settings (base year and units)
- Output grids (for time-phased outputs or summary information)

Many Web Models use tabs to navigate from inputs to outputs, but a Web Model may consist of a single page with all of the control types on that single page.

You may save your inputs into a new Web Model file (Contributors and Administrators).

If you enter data in an input grid, you must click the provided "Update" button prior to moving to a different tab (if used).

"Open in Excel" buttons, if provided, allow you to open an output grid in Excel. Generally used for very large data sets.

The grids all have control buttons on the bottom left of each grid that provide the ability to cut, copy, and paste selected elements of the grid (where available).

7.3 Adding Web Model Files



New Web Model files (.webmodel) can be added to KnWS via this button. Saved .webmodel files are created when a user saves their inputs from within an active Web Model. The new .webmodel file is constructed by indicating which custom-built Web Model to use (figure 6.1) and associating an ACZ file with each session in the Web Model (figure 7-2).

7.3.1 Custom-Built Web Model

Select the appropriate (or only) custom-built Web Model (.aspx file) from the drop-down menu (figure 7-1)³.

³ If your edition of KnWS does not have a custom-built Web Model, there will not be any models listed in the drop-down. Contact your KnWS Administrator regarding your custom-built Web Model requirements.

Figure 7-1 Create a .webmodel file Page

7.3.2 Sessions and ACZ Files

Figure 7-2 Select the Session and ACZ File

The ACZ drop-down menu lists all of the ACZ files stored in your edition of KnWS. Please choose the correct ACZ file for the custom-built Web Model that you selected on the previous page.

Web Models are designed around the Exec Codes used in the ACZ you select. If a different ACZ file with different Exec Codes is selected, the Web Model will not function as expected. If an existing ACZ file used by a Web Model is edited, please ensure that the Exec Codes in use remain unchanged.

By the same token, selecting any ACZ file from the drop-down menu will not mean that it will work with the specified Web Model.


A name for the file must also be entered on this page for the new .webmodel file.

7.3.3 ACZ Files—ACEIT Executive and ACE

Before an ACEIT session can be run on the Web it must be prepared using ACE. The procedure to prepare ACE Sessions for running in KnWS is identical to the procedure for preparing ACE Sessions to run in Executive. For an in-depth description of this procedure please see the ACE Help documentation.

Once you have prepared the session properly, you must save it as an .acz (encrypted file format) file. Be sure to also save your ACE Session as an .acw file or you will not be able to modify it at a later date.

7.4 Editing a Web Model

You can edit a .webmodel file by viewing its document detail page and clicking on the Edit Icon (). This will take you to a variation of the “Create a .webmodel file” page where you must once again select the proper Web Model (.aspx file) from the drop-down menu. Then select (or reselect) the correct ACZ file. The file name remains the same.

7.5 Known Issues and Recommended Workarounds

There are a few known issues with the grid control used in the Web Model; what follows are their descriptions and recommended workarounds.

7.5.1 Printing

Printing a grid from your Web browser will produce undesired results. It is recommended that you utilize the “Open in Excel” button (if provided for the grid) or copy the grid’s data and paste it into a spreadsheet program like Excel. Please use that program’s print capabilities to generate a hardcopy of your excursion.

7.5.2 Freezing Columns or Rows

The grid’s row and column headers are “frozen” so that they remain in view while you scroll up and down or side to side. Due to the nature of the grid control, you cannot select a column or row to exhibit similar behavior as you can in Excel or Executive. If you require this functionality, it is recommended that you copy and paste the data into Excel.

7.6 Classic Web Models

 [40ExecDemo.aes](#)

 [Classic Web Model](#)

Classic Web Models are ACZ (or AES) files that are stored in KnWS. See Section 7.3.3 regarding the preparation of ACZ files. Clicking on the linked file will open the Classic Web Model dialog which will ask you if you would like to open the model as a “What-If” or “Time-Phased” model.

Note: Opening an ACZ or AES file as a Classic Web Model is not recommended for large models (hundreds of rows and/or decades worth of columns) due to performance issues—the reason for the new custom-built Web Models.

7.6.1 Create New What-If Classic Web Models

	WBS	Code	Type	Case1
1	Recurring Production	Recurrin1	OUTPUT	
2	Manufacturing	PMP	OUTPUT	
3	Antenna	ANT	OUTPUT	
4	Integration	Integrat2	OUTPUT	
5	System Engr./Prog. Mgmt	System_E3	OUTPUT	
6		*		
7		*		
8		*		
9	INPUT VARIABLES	*		
10	Antenna Aperture (sq ft)	APERTURE	INPUT	
11	Antenna Buy Quantity	BUYQ	INPUT	
12	Antenna Learning Slope	SLP	INPUT	

What-If refers to alternative baseline assumptions about an estimate and their effect on estimated cost. For instance: what if the quantity in year three is changed from ten units to eight units? What-if exercises and sensitivity analysis are very closely related and are frequently used interchangeably.

When you browse to a file in KnWS that has an .acz extension and click on it, you will be prompted with several options. To create a new What-If ACE Web Model, choose the appropriate radio button.

☒ Create New What-If ACE Web Model

☐ Create New Time-Phased ACE Web Model

☐ Download ACE Web Model

(If given an option to "Open" or "Save As..." when downloading this file, select "Save As...")

OK Cancel

7.6.2 Create New Time-Phased Classic Web Models

	WBS	Code	Type	Total	1998	1999	2000	2001	2002
1	Recurring Production	Recurrin1	OUTPUT						
2	Manufacturing	PMP	OUTPUT						
3	Antenna	ANT	OUTPUT						
4	Integration	Integrat2	OUTPUT						
5	System Engr./Prog. Mgmt	System_E3	OUTPUT						
6		*							
7		*							
8		*							
9	INPUT VARIABLES	*							
10	Antenna Aperture (sq ft)	APERTURE	INPUT						
11	Antenna Buy Quantity	BUYQ	INPUT						
12	Antenna Learning Slope	SLP	INPUT						

After you have completed entering the estimating methodology for a WBS/CES item or an input, you may want to time phase the result over several years. KnWS allows you to do this kind of analysis on completed .acz sessions using Time-Phased models.

When you browse to a file in KnWS that has an .acz extension and click on it, you will be prompted with several options. To create a new Time-Phased ACE Web Model, choose the appropriate radio button.

7.6.3 Download Classic Web Models

If you wish to download a copy of the .acz file instead of creating a new web model, simply click on the file link and choose to download the ACE Web Model. Click "Save As" when prompted.

7.6.4 Classic Web Model Known Issues

As indicated in the note in the beginning of this section, Classic Web Models cannot handle large models well.

7.6.4.1 Error While Deleting a Case

If you delete a case while editing an override in that case, you will get an error message. This is a known issue that will not be fixed in a later version as development has ended on Classic Web Models.

8. Setting Up the Broadcast

This section is only applicable if you are hosting an edition of DACIMS. If your version of DACIMS is hosted on a Tecolote Research, Inc. server the following can be performed at your request:

8.1 Creating a Scheduled Task

On the Web server (Windows 2000) one needs to create a Scheduled Task. To do so, go to Start > Settings > Control Panel.

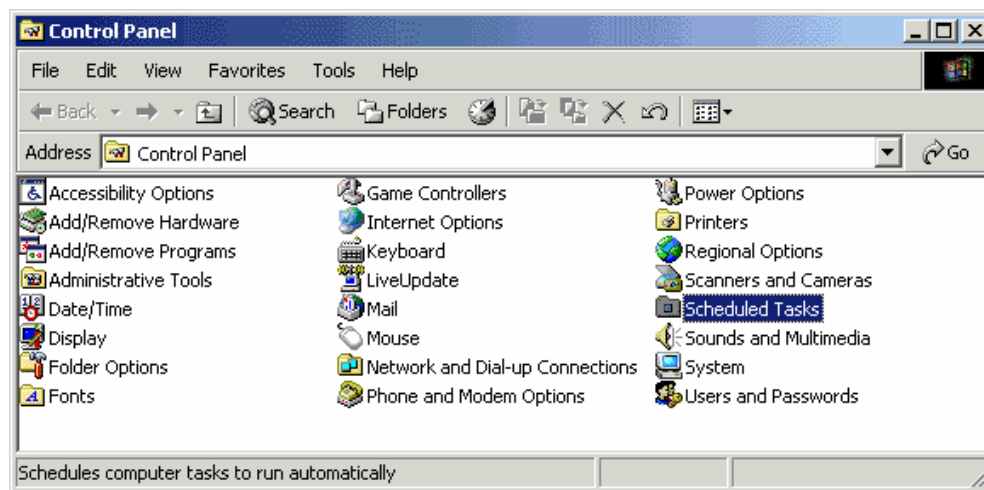


Figure 8-1 Control Panel

Double-click the Scheduled Tasks icon and then double-click the Add Scheduled Task icon to start the wizard.

The first question the wizard asks is for the application. Since the Windows Script File does not appear, just select the Command Prompt in order to continue.

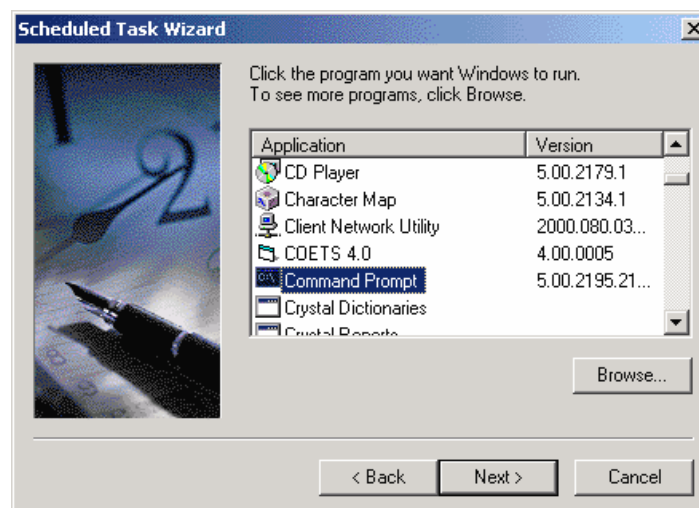


Figure 8-2 Scheduled Task Wizard 1

Enter a name for the task (e.g. DACIMsscheduledBroadcast) and the frequency, then continue.

Since this task should run unattended it needs to run as a local machine account.



Figure 8-3 Scheduled Task Wizard 2

Select the “Open advanced properties for this task when I click Finish” checkbox.



Figure 8-4 Scheduled Task Wizard 3

8.1.1 Specify the Scheduled Task's Properties

In the Run field type the following command line code:

```
cscript //job:Broadcast <drive>:\Progra~1\KnWS\Broadcaster.wsf  
/<drive>:\Progra~1\DACIMS\<application dir> /<URL of the application including the  
protocol(https://) and closing />
```

In the Start in field, add the path to the DACIMS directory (<drive>:\Program Files\KnWS

Fill in the Comments field with information relevant to this job for future reference.

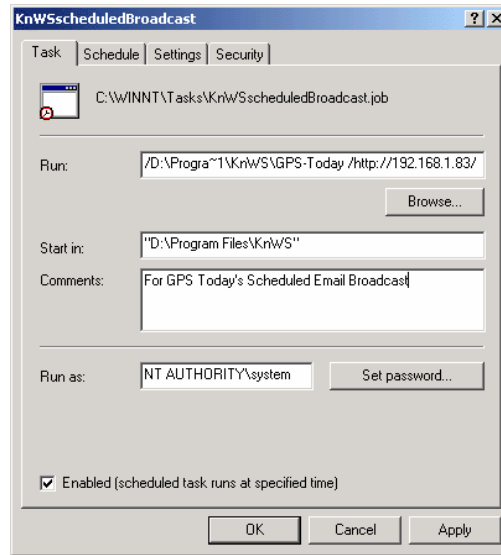


Figure 8-5 Scheduled Task, Task Tab

8.2 Modifying the Broadcast Schedule

Open the scheduled task by double clicking on it and click the Schedule tab in the task's properties window. From here you can modify the frequency of the broadcast as well as alter the time of day and the day of the week the event fires.

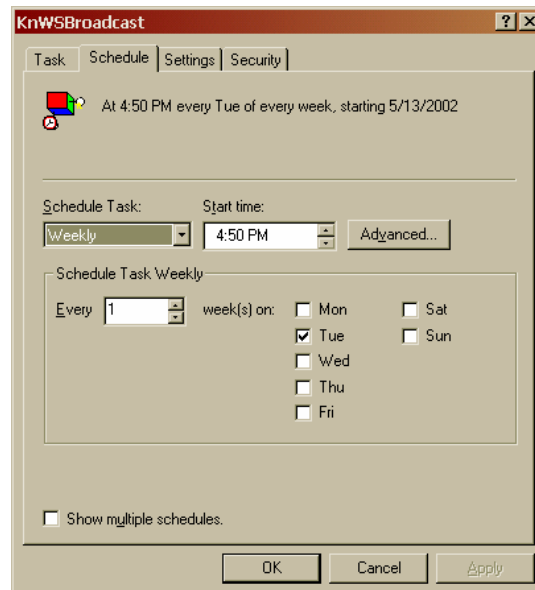


Figure 8-6 Scheduled Task, Schedule Tab